

HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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To: Board of Finance

From: Stephanie Hanker, HR Generalist, Susan Leonard, Human Resources Director

Date: September 27, 2011

Re: Recommendation - Reclassification of Inventory Control Specialist

I recommend approval for the Department of Public Works request of a reclassification of one Inventory Control Specialist position.

As Mr. Buteau indicated in his memo to the Human Resources Department, this reclassification is to properly reflect the increased knowledge and skills that are in addition to the position since it had last been classified.

The department has determined that this position is an integral part of the organizational structure and imperative to operations of the Equipment Maintenance division. At this time the Department of Public Works and Human Resources ask that the position of Inventory Control Specialist (currently Grade 14, \$37675.39-\$44826.62) be reclassified as a Grade 16 (\$42527.58-\$50649.07). The current employee is budgeted at a Grade 14 Step 1, \$37675.39, if approved the employee would be placed at a Grade 16 Step 1, \$42527.58, a \$3265.92 increase for the duration of FY12. Due to a vacancies within the division the increased salary will not have an additional impact on the general fund.

If approved, this proposed change will be effective following City Council approval.

Thank you for your consideration.

Steven Goodkind, P.E. Director of Public Works

Patrick Buteau
Assistant Director
Parking & Fleet Services



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MEMORANDUM

To:

Susan Leonard,

Human Resources Dept.

From:

Patrick Buteau, Asst. Directo

Date:

April 19, 2011

Subject:

Reclassification of Inventory Control Specialist.

Please see attached completed questionnaire and accompanying organizational chart requesting the reclassification of the Inventory Control Specialist.

The Fleet Manager, this positions' direct supervisor, has added his comments in the supervisory section of the questionnaire.

This position has always been graded the same as mechanics as the position is required to act in that capacity on many occasions, specifically as a member of an on call team during Winter snow storms.

This position was not done when the mechanics were initially reclassified as the incumbent at the time was undergoing severe medical treatments and was unable to complete the necessary paperwork to move it forward.

I believe there is an equity issue here as a large part of this position is married to the mechanic job description and should not be penalized by its job title. I would also equate this position to that of the BED Buyer/Distribution position which originally was a Storekeeper and then an Inventory Control Specialist prior to its new title. That is where the title for DPW position came from.

I will be happy to discuss this with you at your convenience and/or answer any questions you may have.

Reclassification of Inventory Control Specialist Financial Impact Equipment Maintenance Division DPW

Net Savings after reclas	sification	21	\$1,234.08
	Position Savings		\$4,500.00
New Mechanic J.Randall	Grade 16 Step 1	Annual	\$42,528.00
ngs C Raineault Mechanic Moved to Water	Grade 16 Step 13	Annual	\$47,028.00
Incremental Cost for ba	lance fiscal year	· · · · · · · · · · · · · · · · · · ·	\$3,265.92
Incremental Cost Assume Approval leaves	35 Weeks	\$2.3328	\$93.31
Proposed Reclass	Grade 16, Step 1	\$20.4460	\$817.84
Current Classification	Grade 14,Step 1	Hourly \$18.1132	Weekly \$724.53

No additional impact to Equipment Maintenance Division. or General Fund

FICA and Retirement will not be increased due to this action.



CITY OF BURLINGTON

Job Information Questionnaire

Class Title
Inventory Control
Specialist
Work Location
DPW 645 Pine
St.
Supervisor's Title
Operations
Manager

Name Nathan Lavery

Department Name Equipment Maintenance Supervisor's Name Rob Green

I. OUTLINE OF DUTIES AND FUNCTIONS

A. List in order of importance the major functions or duties of your job. A couple of descriptive words or a short sentence is enough, as you will later be provided an opportunity to more completely describe each of these parts of your job. This will serve as an outline to assist you in the description of your job. Each of these major duties will be described by you later in the questionnaire.

- Obtain parts for ongoing work
- maintain inventory of commonly used items, for water and equipment maintenance.
- process purchase invoices for payment
- complete estimates for waterline work
- purchase supplies for various other departments as requested,
- research price and availability of goods per the city purchasing policy.
- receive all incoming materials and prepare outgoing packages
- be available on call for repair or snow removal
- B. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in minds that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work year is allocated to the preparation of the annual budget projections, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves typing correspondence, 10% filing, etc.).

TIME DUTY OR FUNCTION (in order of importance)

- 40 ¹ Order parts and materials for Equipment maintenance, Water dept. and others by request.
- Maintain levels of inventory for maintenance and water division and perform physical count of inventory on hand as needed.
- 10 3 Receive all incoming materials, label and ship all outgoing packages.
- 10 4 Complete estimates for repair/ replace of water lines
- 10 5 Create purchase orders for invoices on materials received
- 10 6 Research price and availability of goods as per the city purchasing policy.
- Assist in snow operations in maintenance shop or on streets, rotational on call for maintenance shop. Mostly on an overtime basis.

II. DETAIL OF DUTIES AND FUNCTION

For each of the duties or functions listed in your outline, expand on how you perform it.

Use examples to help in understanding the duty or function. If there are procedures or steps used in perform each function, describe the steps. Or describe the process.

- 1. Requests for goods are sent to this position and through either established sources or newly found sources for those supplies they are ordered and supplied to the requesting source to complete the job the goods are required for. Materials and parts are shopped around to ensure best pricing and timely delivery.
- 2. Many parts that are commonly used are stocked on site, by tracking usage and by request of users, parts are maintained that are needed for work that needs to be or is requested to be done quickly to move on to other tasks as required by the users of the inventory. This position is responsible for maintaining a perpetual inventory and keeping appropriate levels of approximately 570 water distribution parts and materials, and approximately 2800 industrial fleet repair parts that support in excess of 300 vehicles and pieces of equipment.
- 3. All parts to be received need to be checked for accuracy of content and quantity, outgoing items, returns of goods for example need to be correctly labeled and shipped to ensure the return is credited to the city.
- 4. Estimates are generated both for residential water customers and to plan water main work that needs to be accomplished to ensure the integrity of the water system. Current pricing and availability of materials needs to be established to do this in an accurate way.
- 5. Materials received need to be processed to ensure proper payment to vendors by way of creation of purchase orders that are then sent to accounting to process for payment.
- 6. Researching material pricing for many departments is required to comply with the cities purchasing policy and maintain an economically sound environment in the departments that purchases are done for.
- 7. Snow operations and rotational on call varies from one situation to the next, the duties depend greatly on environmental and breakdown situations that require after normal work hours assistance.

III. DOLLAR AMOUNTS

Please identify any dollar amounts you directly or indirectly influence or control.

	Annual Dollar Amounts	What Is It?	What is Your Responsibility
1	\$371,000.00	Repair parts and supplies on hand for Equipment Maintenance	Purchase of parts, and accuracy of inventory.
2	\$157,000.00	Water main and services parts and supplies	Purchase of goods, and accuracy of inventory.
3		Many other supplies that are researched with the information possibly leading to purchase are indirectly influenced by this position, but hard to determine an actual dollar amount.	

Do y	ou supervise other employees?YesXNo
	es, please answer the following:
a. I	How many employees report directly to you?
, " " <u>-</u>	Full-time Part-timeSeasonal
b. I	How many employees report to you through others?
_	Full-time Part-timeSeasonal
c. A	Annual payroll (not including benefits) of all employees you lead or oversee?
d. C	Complete the organization chart on the following page. If you already have a department organization with the request information, attach it to the questionnaire. See Attached.
V. S	SUBORDINATE SUMMARIES
Answ	er this question if you supervise others. If not, continue to Question VI.
Provide emplo	de a one-paragraph summary of the duties of each of your subordinates. Indicate the number of oyees each subordinate supervises. Use additional pages if more space is necessary.
	itle:
b. Ti	itle:
VI. M	ENTAL EFFORT
Descr expec	ibe the most mentally challenging part of your job or the most difficult typical problems you are ted to solve. Give examples.
equipr	changing priorities while maintaining a financially responsible inventory flow that meets the needs of uipment maintenance, and water divisions. Plus the responsibility of researching supplies and ment for various other departments as requested. Many of the responsibilities of the job are done as an be fit into the workday to accommodate the responsibilities of the job are done as

fit into the workday to accommodate the requests of many needing supplies to complete their required tasks. Requiring an ability to react and set priorities as conditions require to meet divisional needs.

Rotational on call for equipment maintenance and the possibility of call back for the water dept require this position to be ready for a wide variety of situations and possible work requirements, including vehicle emergency repair and sourcing of required supplies at other than regular business hours times.

VII. WORK SITUATION

Describe some of the features of your work environment, department or unit which would help us better understand the size and complexity of your job.

Knowledge of both equipment maintenance and water system work is required to work with and supply both areas with what is needed to complete the tasks both need to accomplish. Knowledge of vendors policies, products and operations is required to determine what needs to be in the cities inventory or can be obtained in a timely way to satisfy all recipients in need of the goods. Knowledge of sound business practices is required to maintain an economically sound flow of products to supply the users of goods with what is required to efficiently to do the work they are required to do.

a.	Loade Forklif		Proficiency Level Operator Certified Class B CDL	Hours per day Varies Varies Varies
b.	Skills 1)	Ability to operate and understand fleet management software, including inventory control, fuel use accountability, and updating work orders with parts and pricing.		Hours per day 3
	2)	Physically picking up parts or returning cores.		1
	3)	Purchasing of parts and supplies via direct Internet link with various vendors to determine availability and pricing of parts being researched.		•
	4)	Cost estimates for water distribution division for water services that are billed to homeowners and water		2
	5)	main work that tracks project costs. Operation of front end loader and forklift in loading and unloading materials and supplies.		1
	6)	Snow removal as required including on street plowing, sidewalk plowing or equipment repairs inside,		As required overtime

c. Qualifications

- Strong organizational skills and ability to multitask, being able to respond to different and changing divisional needs.
- Multiple years of inventory control experience including automated inventory ordering and disbursing of parts to various jobs
- Strong computer skills in spreadsheet and word processing applications relating to cost estimates and billing
- 4) Class B CDL and forklift certification
- Customer service oriented with daily interaction with public coworkers and vendors.
- Ability to operate and perform maintenance on many types of equipment related to DPW operations.

IX. KEY PERSONAL CONTACTS

Excluding your supervisor, give a few typical examples of your principal contacts and the purpose of each.

Contact

Equipment Maintenance

Employees from various

Technicians. Water Installers Purpose

Parts and supplies

Frequency

Continuously-daily

Parts and Supplies

Continuously-daily

Sales People

departments.

Vendors sales people with

quotes or product information Various needs of supplies or

research of price and

availability of supplies that are

needed

Daily

Continuously-daily

As requested

As required

Customers

Residential water supply

owner.

requires quotes to the property

Champlain Oil

Order Fuel cards both for new

vehicles or replacements, resetting pin #'s or resolving any issues with the fuel station.

Monitoring fuel use.

X. WORKING CONDITIONS

a. Lifting.

Up to 100 pounds alone, assistance with heavier parts via personnel or machine assistance

b. Working positions.

Sitting, standing, walking.

c. Physical Hazards.

Chemicals, flammable substances, working around moving parts of equipment.

Environmental conditions.

All weather conditions, inside and outside work is required.

e. Mental stress:

Challenges of multitasking and ever changing prioritizing of tasks, plus constantly evolving needs of both inventory and supply require thought and judgment to determine best practices to meet demand and departmental budgeting.

f. Unusual working periods.

Winter snow conditions, rotational on call, and water dept. after hours emergency work demand for the possibility of work at any hour depending on the situation.

XI. ADDITIONAL INFORMATION

Mark Mot

Incumbent Signature

3-3-11 Date

SUPERVISOR'S SECTION

Carefully review the completed questionnaire, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

- 1. What do you consider the most important duties of this job and why?
- ACCORACY OF INVENTORY, BILLING AND RECORD KEEPING
- LEEPING REPAIR PARTS COMING IN A TIMECY FASHION IN ORDER TO MAINTAIN TECHNITION PRODUCTIVITY
- 2. What do you consider the most important qualifications of an employee in this job (not necessarily the qualifications of the present employee) and why?
- BEING VERY ORGANIZED, WHILE BEING ABLE TO MULTITASK UNDER STRESS FUL SITUATIONS.
- 600 D COMPUTER SKILLS
- BEING MECHANICALLY INCLINED WITH AN AUTO/TEVEIC BACKROUND
- 3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate. Pay particular attention to the respsonses of all your subordinates to see that as a group the questionnaires provide an accurate description of your department or work unit.

RESPONSES BY NATHAN ARE APPROPRIATE.

Signature

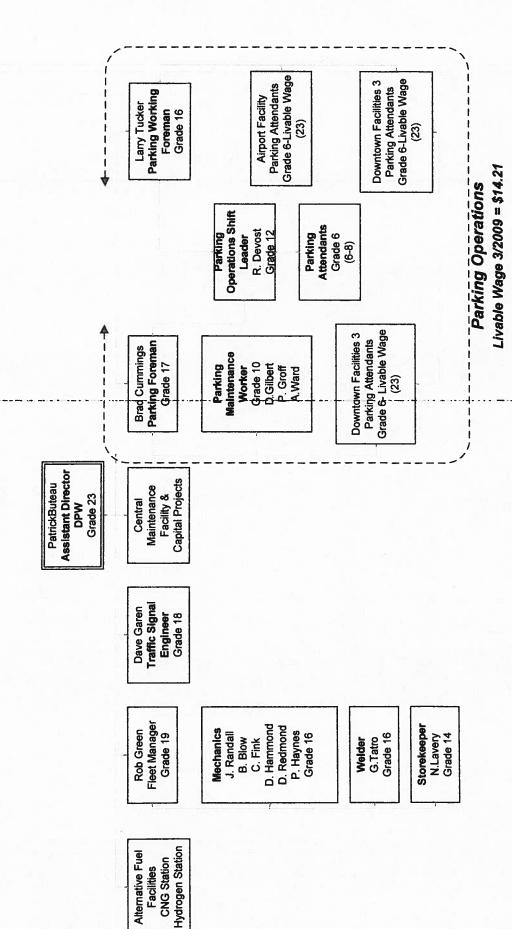
Date

Date

IMPORTANT: Significant difference of opinion noted by the supervisor should be reviewed with the employee.

Burlington Public Works Department

Parking, Facility, and Fleet Maintenance Services February, 2011



SIGNATURE

02/28/2011

Inventory Control Specialist-DPW.

City of Burlington Job Description

Position Title: Inventory Control Specialist

Department: Public Works

Reports to: Fleet Manager

Pay Grade: 14 Job Code: 421

Exempt/Non-Exempt: Non Exempt Union: AFSCME

General Purpose:

This position is responsible for the ordering and maintaining of all inventories of supplies and equipment and handle various accounts payables for DPW City Fleet Services, **including** water distribution inventory.

Essential Job Functions:

- Develop and maintain computerized spreadsheets and operate Fleet management software to monitor department supplies and inventories, and equipment orders and issues.
- Provides fiscal responsibility for the Department through comprehensive ordering process and meeting internal customer need.
- Compile cost projections to maintain needed inventory and submit informational reports as required for compliance with budgetary mandates.
- Create and maintain computerized cataloging and maintenance record of departmental assets. And assist in the preparation of the Department budget relative to areas of responsibility.
- Prepare vouchers and processes invoices of vendors and reconcile department supply and inventory accounts.
- Maintain supply catalogs or listings of companies where automotive and heavy equipment, parts, equipment and supplies may be purchased.
- Ability to utilize on line vendor databases when parts searching and pricing.
- Present a positive working relationship with vendors and assist with the preparation of specifications for bids and soliciting bids form qualified vendors.
- Assist in the selection of vendors and coordinate the negotiation of service contracts.
- Research products and specialized equipment as needed.
- Conduct periodic inventory inspections such as but not limited to reviewing needs/requests, ordering, stocking and inventory control through Fleet software and physical tracking of all parts and equipment.
- Provide customer service to internal customers, vendors and the general public.
- Provide shipping for departmental packages.
- Operate six thousand pound fork lift as needed.
- Operate a three yard front end loader as needed.

Inventory Control Specialist-DPW Page 2 of 3

- Must be available for snow removal.
- Ability to be on 24/7 call for a week at a time.
- Responsible for calculating and pricing Water Distribution customer estimates
- Must be able to work on floor with mechanics as conditions require.

Non-Essential Job Functions:

• Perform all other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and completion of training program or college course work in bookkeeping practices and procedures required.
- Two years experience in automotive or industrial parts inventory control with extensive public, customer, and/or staff interaction required.
- Ability to obtain and maintain a Class B CDL within 3 month probationary period.
- Ability to foster an atmosphere of fiscal responsibility while maintaining customer satisfaction.
- Must operate snowplow and other snow removal equipment as requested during and after snowstorms.
- Demonstrated knowledge of spreadsheet application software, word processing, database software and 10 key calculators required. Word, Excel, and Access preferred.
- Knowledge of City budgeting procedures and requirements and ability to apply that knowledge to ensure departmental conformance preferred.
- Ability to establish and maintain good relations with his or her coworkers required.
- Ability to multi-task required.
- Strong organizational skills required.
- Employee must be able to deal appropriately with stress, such that it does not interfere with his/her performance of duties.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee's performance.
- Must obtain fork lift license within three month probationary period.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

Inventory Control Specialist-DPW Page 3 of 3

x seeing _x_ color perception (red, green, amber) _x_ hearing/listening _x clear speech _x touching _x_ dexterity _x_ hand _x_ finger	_x_ ability to move distances within and between warehouses/offices _x_ climbing _x_ ability to mount and dismount forklift/truck _x_ pushing/pulling	_x_ lifting (specify) _80 pounds _x_ carrying (specify) _80_ pounds _x_ driving (local/over the road)
_ reading - basic _x_ reading - complex _x_ writing - basic _ writing - complex	math skills - basic _x_ math skills - complex _x_ clerical	_x_ analysis/comprehension _x_ judgment/decision making
witting - complex _x_ shift work	x outside	x pressurized equipment
x works alone	x extreme heat	x moving objects
x works with others		x high places
x verbal contact w/others		x fumes/odors
x face-to-face contact	x mechanical equipment	x hazardous materials
x inside	_x_ electrical equipment	_x_ dirt/dust
Supervision:		
Directly Supervises:0	Indirectly Supervises:0_	

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:	
Department Head	Date: <u>ou(19/1</u>
Human Resources:	Date:

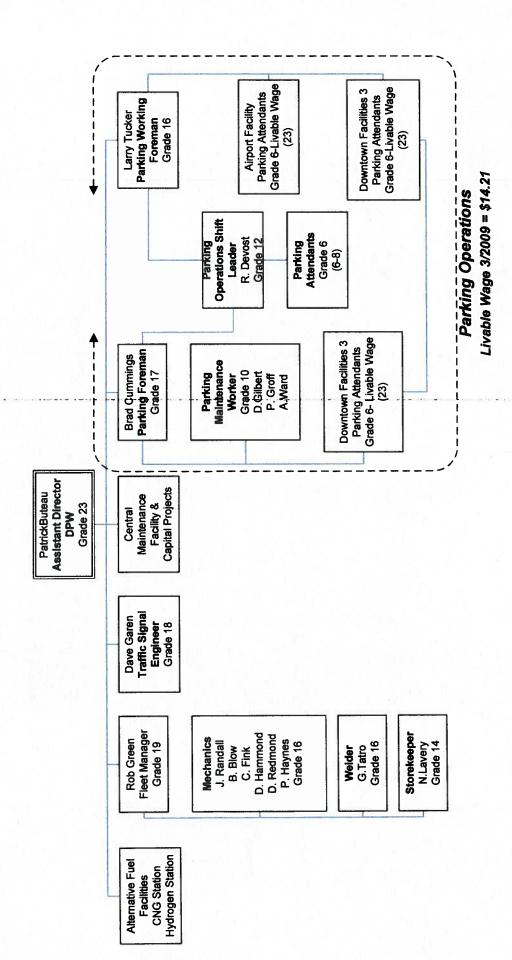
This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

JOB EVALUATION WO	RKSHEET Knowledge & Skills	Mental Demands	Account- ablity	Working Conditions	Total Points	Shape
Job Title	DIX	024	025	mzc	100	(10)
Stoppine Hanker	140	36	70	20	1.06	
Evaluator Evaluator						

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Burlington Public Works Department

Parking, Facility, and Fleet Maintenance Services February, 2011

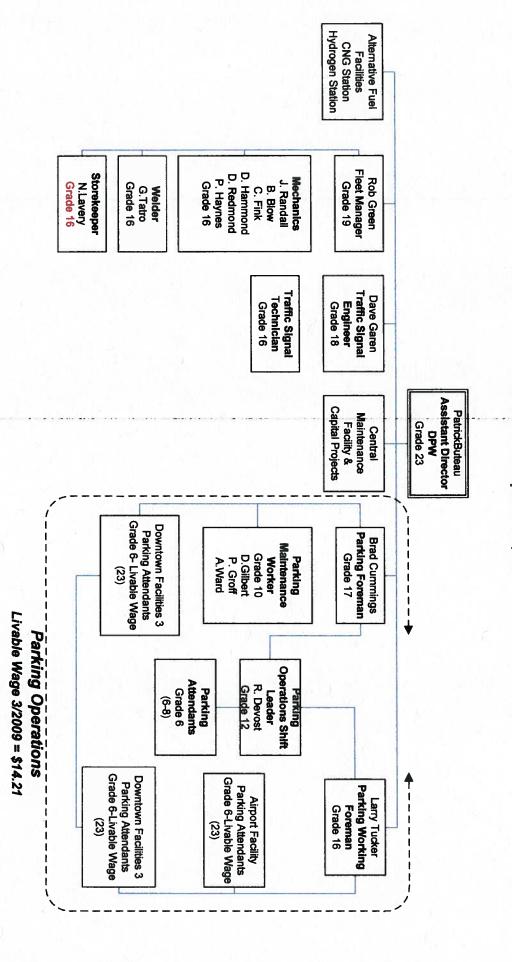






Burlington Public Works Department

Parking, Facility, and Fleet Maintenance Services
PROPOSED September, 2011



SIGNATURE

09/27/2011